

NOTICE TO CONSULTANTS  
“REQUEST FOR QUALIFICATIONS”

**Architectural consultant services are required for project No. 2014-833, Walla Walla Community College On-Call Campus and area Architect, Walla Walla, WA.**

Scope of Work

The on call Campus Architect will provide architectural and engineering consultant services for a wide variety of capital improvement projects at Walla Walla Community College (WWCC) and local area.

The work will consist of the design and construction management of projects already in the legislative funding process, and project planning, scope and budget development of new project for future capital budget request. The goals are to minimize the disruptions to the College operations; maximize the efficiencies for the Consultant and the College Staff; to maintain consistent planning and design standards; and to maintain a coordinated program schedule for completing all the work in a thoughtful organized manner.

Consultants should have a strong background in multi-phased State Agency Construction, the State of Washington capital budget process, planning, sustainable design, and the LEED process and in campus educational facilities.

Please see the link below for the map of WWCC:

Interviews are tentative scheduled for November 13, 2013.

For additional information, contact Jim Steffens, E&AS Project Manager, at (360) 407-9356 or Shane Loper, Facilities Director WWCC, at (509) 527-4571.

One consultant will be selected. The State reserves the right to conduct a new consultant selection process for any project on campus. Projects for the On-Call Campus Architect are limited to \$1,000,000 total project cost per project. Projects over \$1,000,000 total project cost will require a new selection. The extent of this contract will be for a two year period from July 1, 2013- June 30, 2015.

Architectural fees shall be determined in accordance with the current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects as published by the Office of Financial Management and the standard Division of Engineering and Architectural Services Agreement.

Firms will be considered for selection based upon the following criteria categories, weighted as indicated: Qualifications of Key Personnel (100); Previous Performance (100); Relevant Experience (100); Geographic Proximity (100); and OMWBE (10).

Voluntary MWBE goals of 10% MBE and/or 6% WBE have been established for this project. Achievement of the goals is encouraged. However, no minimum level of MWBE participation shall be required as a condition of A/E selection. Proposals will not be rejected or considered non-responsive if they do not include MWBE participation. A/E's may contact the Office of Minority and Women's Business Enterprises to obtain information on certified firms for potential sub-consultants.

Submit five (5) sets of qualifications and one (1) on CD. Each set to include: Executive summary, Federal form SF330 part 2 only, and any other pertinent data to assist the Selection Board in evaluating qualifications. Submittals shall not exceed 20 pages each, 8-1/2"x 11" sheets, printed front to back, or 40 single pages printed on one side only. Please note that 11"x17" foldouts are permitted, but shall be limited to (5) maximum, and shall be counted as two 8-1/2"x 11" sheets per 11"x17" sheet, if printed on one side only. **To qualify for review, submittals are required to be delivered to, and date/time stamped by E&AS prior to 4:00 PM on October 21, 2013.**

Address submittals to:

Division of Engineering & Architectural Services  
Jefferson Building  
Address: 1500 Jefferson St. SE  
Attn: Robyn Hofstad  
Olympia, WA 98501

Mailing Address: P.O. Box 41012  
Olympia, WA 98504-1012  
Attn: Robyn Hofstad

**NO FAXED OR ELECTRONIC COPIES WILL BE ACCEPTED.**

Following an evaluation of these submittals, the consultant selection board will interview firms deemed to be the most highly qualified for the required service.

The State of Washington is an affirmative action employer. This is not a request for a fee proposal. All submittals become the property of the State.

**STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES  
DIVISION OF FACILITIES  
OFFICE OF ENGINEERING & ARCHITECTURAL SERVICES  
OLYMPIA, WASHINGTON**

**Consultant Selection MWBE Outreach Plan Criteria**

<https://fortress.wa.gov/ga/apps/easconsultantad/default.aspx>

The Department of Enterprise Services is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBE) and Women business enterprises (WBE) and strongly encourages consultants to work with MBE's and WBEs. Voluntary goals for each project under the On-call Agreement will be established at 10% MBE and 6% WBE participation. Upon request of the Department of Enterprise Services, consultants will be required to provide a report of the actual outreach efforts undertaken to utilize certified MWBEs for any public works contract awarded.

Submit a copy of the firm's MWBE Outreach Plan. The Outreach Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to meet the Department of Enterprise Services' voluntary goals.

The MWBE Outreach Plan should address, at a minimum, the following:

- A. Evidence of the awareness and commitment of the owner(s) and senior leadership of the firm to reaching out to contract with MWBEs, and in meeting DES's voluntary MWBE utilization goals.
- B. Provide the date your MWBE Outreach Plan was adopted by your firm.
- C. Individual names and titles of positions responsible for managing and implementing specific aspects of your MWBE Outreach Plan. For each individual listed, indicate the percentage of their time to be allocated on a weekly basis for issues related to the MWBE Outreach Plan, and how long they have been involved with MWBE outreach efforts with your firm.
- D. Provide a description of the strategies, approaches, and specific steps your firm will take to meet DES's voluntary MBE and WBE percentage utilization goals, which may include but are not limited to a description of the following:
  1. The education and training program used by your firm to communicate to your employees your firm's expected employee behaviors and performance relative to implementing the MWBE Outreach Plan.
  2. Your firm's participation in outreach events planned by others and/or your firm as a means of developing relationships with MWBE subcontractors.